

CACFP Menu Record Instructions

The CACFP Menu Record is used to record food served to participants. It is a written record of the food actually served to program participants and is required for every meal and snack claimed for reimbursement. No menu record; no reimbursement. Each menu record must include:

1. Date the food was served – example: 10/1/202X, 10/2/202X, etc.
2. Meal type – breakfast, lunch, pm snack, etc.
3. Name of center or room, if the centers or rooms use different menus
4. List of food items served for each meal and snack

How to record food and milk on the menu record:

List the planned food and milk for each meal/snack, including any substitutions made. Please do not use generic terms such as "juice", "cereal", "bread", etc.

Instead of...

juice
cereal/bread
vegetables
salad
fruit

List...

100 % orange juice, 100 % tomato juice Cheerios,
oatmeal, Kix, WG bread, spaghetti, brown rice, etc.
carrots, peas, broccoli, sweet potatoes, red peppers
baby spinach, cucumbers and cherry tomato
apples, bananas, pineapple chunks

It is important to list the specific food items that contribute to the required meal components. When serving a combination entree item with more than one food component, list the individual food items that contribute to the meal pattern components within the entree. Indicate if homemade, or if commercial, a Child Nutrition (CN) Label or Product Formulation Statement (PFS) on file (see below).

Entree Name:

Lasagna

List Specifics...

Meat/Meat Alternate: Ground Turkey, mozzarella cheese
Grain: Lasagna Noodles
HM (HM = homemade - standardized recipe)

Pizza

Meat/Meat Alternate: Low Fat Mozzarella Cheese, ham
Grain: WG Pizza Crust
CN

Sloppy Joe

Meat/Meat Alternate: Ground Beef
Grain: WG Bun
HM Sloppy Joe

Burrito

Meat/Meat Alternate: Pinto Beans & Cheddar Cheese
Grain: WG Corn tortilla
HM Bean & Cheese Burrito

- Remember to list bread, hot dog bun, pizza crust, pasta, etc., on the Grain line.
- Remember to designate whole grain/whole grain rich food items served on the menu record. You may use "WG", "WW", "WGR" or another acronym to denote the whole grain requirement was met.
- Write "HM" to designate a homemade main entree items such as pizza, macaroni and cheese, ravioli or spaghetti. It is recommended to use USDA standardized recipes that provide the required component amounts for homemade entrees. A great resource for standardized recipes is [The Institute of Child Nutrition](http://www.theicn.org) Child Nutrition Recipe Box at <http://www.theicn.org>.
- The *Food Buying Guide for Child Nutrition Programs* has detailed instructions on determining food amounts to purchase and prepare. These are available on the [Child and Adult Care Food Program \(CACFP\) website](http://www.michigan.gov/cacfp) at www.michigan.gov/cacfp. Recipes for homemade items should be kept on file at the preparation site.
- Write "CN" or "PFS" on the menu record for all Child Nutrition (CN) labeled or Product Formulation Statement for commercial combination foods.
- The menu record requirements for the CACFP differ from the National School Lunch Program (NSLP), the School Breakfast Program (SBP) and the Summer Food Service Program (SFSP). CACFP sponsors must list all individual meal components foods which contribute to the CACFP meal pattern requirements on the menu record. "School lunch-style menus" are often used as a "marketing tool" to encourage participation and may require additional information than provided to the public.
- Food Service Production Records are used to document meal components to meet program record keeping requirements. While they are not required for CACFP in Michigan, they may be requested to clarify questions related to menus if menus are missing or incomplete.
- Use a separate menu record for each month. Do not include any days from another month if a week is split between two months, keep the records separate.
- Record any menu substitutions on the menu/production record that may take place on the actual serving day, even if just substituting one item for one participant. Remember, the menu or food production record is a record of the food actually served, not planned.
- Record all food/beverage substitutions on the menu or on a separate document served to participants with disabilities that affect their diet or who have approved dietary accommodations.
- Menu accommodations made outside the meal pattern require a signed medical exception statement or "doctor's note".
- Review the menus to be sure meals and snacks meet meal pattern requirements. Claim only those meals and snacks approved on the CACFP application and which meet CACFP meal pattern requirements.